
Annual Report - FY 1998

Center for International Health Information (CIHI) Project



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ACRONYMS

ANE	Asia and Near East (USAID Regional Bureau)
BUCEN	U.S. Bureau of the Census
CA	Cooperating Agency
CDIE	Center for Development Information and Evaluation
CIHI	Center for International Health Information
CHSR	Country Health Statistics Report
CORE	Child Survival Collaborations and Resources Project
DOLPHN	Data On-line for PHN
DSS	Decision Support System
EAC	Emphasis Area Coding
ESDS	Economic and Social Data Service
FTS	Financial Tracking System
FY	Fiscal Year
PHNC	Center for Population, Health, and Nutrition (of USAID)
HN	Office of Health and Nutrition (of USAID)
IMC	Information Management Consultants
IS	Information Systems
IPC	International Program Center
MCH	Maternal and Child Health
MIS	Management Information Systems
NGO	Non-Governmental Organization
NMS	New Management System
PEI	Polio Eradication Initiative
PMD	Performance Monitoring Database
POP	Office of Population
PVO	Private Voluntary Organization
R4	Results Review and Resource Request
RTS	Request Tracking System
SO	Strategic Objective
SOW	Statement of Work
SSO	Strategic Support Objectives
USAID	U.S. Agency for International Development

1.0 Introduction

In fiscal year (FY)1998, the Center for International Health Information (CIHI) Project continued to support information needs and information systems of the U.S. Agency for International Development (USAID). This FY98 annual report summarizes CIHI's activities, accomplishments, and progress to date within the USAID environment. This report concludes with a look at activities planned in the final contract year: FY99.

Background

As stated in the CIHI-II contract, the program's specific goal is:

Goal: "to facilitate access to and analysis of global, high quality health information for decision-makers in A.I.D. and its recipient countries, for CAs, and for other donors . . . to support decision-making on priority setting, resource allocation, management, and the evaluation of health programs."

Objective: Two years into the contract, Information Management Consultants, Inc., the prime contractor, submitted a "Project Improvement Report" on CIHI that restated the same goal more concisely. It stated that "the objective of the CIHI project is to provide USAID managers with the information needed for planning, managing and evaluating programs in countries assisted by USAID."

CIHI's goal and objective are consistent with the Agency's reengineering and performance monitoring activities; however, USAID's changing information needs within the Global Bureau's Center for Population, Health and Nutrition (PHNC) suggested a slight shift in emphasis. In FY98, this was especially true in the development of improved information systems tailored to PHNC's new business policies and practices.

In FY98, CIHI served PHNC, other Bureaus, and the Missions and helped to shape an integrated information systems environment. CIHI took a more proactive and cooperative role in assisting PHNC in upgrading the architecture of information management processes and business practices. CIHI also helped PHNC integrate new technologies and optimize its operations and procedures.

Concurrently, CIHI updated its products and services to support the reengineered Agency. CIHI continued to facilitate access to and analysis of global, high-quality health information for decision-makers in USAID and its recipient countries, cooperating agencies (CAs), and other donors. CIHI supported the Agency in making decisions, setting priorities, allocating resources, and in evaluating management and health programs.

2.0 Activities and Accomplishments

In FY98, CIHI focused on three main areas: information systems management; information analysis services; and communications. CIHI's FY98 activities and accomplishments are summarized below. CIHI staff

- Collected, analyzed, and disseminated timely, reliable and accurate information on USAID's activities in the PHN sector for the PHNC and other development partners.
- Assisted in planning, monitoring and evaluating USAID activities under all five Strategic Support Objectives (SSOs), with an extensive focus on documenting PHNC program results in maternal and child health (MCH), the Polio Eradication Initiative (PEI), micronutrients, HIV/AIDS, and infectious disease control.
- Collaborated with Strategic Support Objective (SSO) working groups on Results Reporting (R4) data analysis and reporting, and reviewed SSO and Intermediate Result indicators and their application.

In addition, CIHI continued to meet its core contract requirements for items such as special analyses, responses to ad hoc data requests, and assistance with Congressional presentations and General Accounting Office (GAO) audits of the specific PHN interventions and HIV/AIDS prevention programs. Typical ad hoc requests included: preparing a series of overheads for presentations by various USAID staff; editing and designing brochures for the Office of Population; updating health data for USAID correspondence with other federal agencies; and participating in Technical Working Groups to review current policies and practices related to program indicators.

2.1 Information Systems Management

In this area, CIHI staff focused on:

Development of PHNC Decision Support System (DSS) components and improvements to internal information and communications systems.

2.1.1 Information Systems Design and Development

- **Financial Tracking System (FTS).** In FY98, CIHI's priority information systems (IS) task was the development of the PHNC FTS. By the end of FY98, all basic FTS elements except for the Emphasis Area Coding (EAC) and Portfolio Review modules, and the User Interface were completed. Completion of the User Interface and implementation of the FTS became the top priorities of the IS Unit for FY99, with completion of the other FTS modules as secondary priorities.

- **Performance Monitoring Database (PMD).** In FY98, CIHI designed and constructed a PHN sector PMD to record up-to-date information from Country Strategic Plans, Performance Monitoring Plans and annual Results Reviews. The PMD is designed to complement the Center for Development Information and Evaluation (CDIE) database and to enhance analytical capabilities of PHNC and CIHI. The database was operational in prototype by the end of FY98, but still lacked data, entry forms, and reports. The PMD was accomplished through collaboration with the MEASURE II subproject.
- **Data Online for PHN (DOLPHN).** In summer 1998, DOLPHN was updated with new statistical data and re-released to USAID and the general public.
- **Emphasis Area Coding (EAC).** Due to restrictions on the availability of financial data, CIHI did not provide as much assistance to PHNC in EAC as usual. However, CIHI made good progress on the design and development of an EAC module for the FTS. CIHI adapted the forms and reports from this module of the FTS and provided them to PHNC staff to assist them in performing the EA coding for FY98.
- **Other Decision Support System (DSS) Components.** CIHI continued work on general plans for the development of a comprehensive DSS for PHNC. CIHI also collected information on and laid out some preliminary plans for other components to be included in the PHNC DSS. These components included the Human Resources Database (upgrading the existing system), an electronic version of CIHI's Graphics Library, and a direct access version of the Funding By Activity Database (USAID Obligations).
- **ANE Document Management System Development.** CIHI analyzed the ANE Bureau's needs to manage PHN documents and designed a management system that is being implemented by the Bureau.

2.1.2 Information Systems Maintenance

CIHI continued to maintain and improve upon its internal information systems including the PHN Statistics Database (formerly HSD), the Funding By Activity database (formerly HPD), the Dissemination Database, and the Internal Request Tracking System.

2.2 Analysis Services

In FY98, CIHI assisted in the analyses of various PHN policies and procedures, performance monitoring plans and outcomes, program evaluation, and strategic planning. CIHI also performed a variety of statistical analyses of PHN and related indicators and of performance measurement procedures. Some of CIHI's analyses and other communications were translated into foreign languages (Arabic, French, Hindi, Kiro, Portuguese, Punjabi, Spanish, and Urdu). Some of these analyses helped build stronger linkages with other USAID development partners such as UNICEF and WHO.

2.2.1 Assistance in R4 Preparation and Review

CIHI assisted the PHN Center in the preparation of its annual R4 report, and the Africa and ANE Bureaus with annual R4 Reviews and drafting summary reports of the overall R4 progress for FY98.

To prepare the PHN Center's R4 for the third consecutive year, CIHI assisted in:

- Compiling indicator data;
- Calculating aggregate values;
- Making projections to assist with setting targets;
- Recommending and analyzing indicators;
- Preparing R4 graphics presentation and performance data tables;
- Researching and writing addenda pieces in response to questions raised; and,
- Providing editorial, writing, layout, and graphics services.

For the fourth consecutive year, CIHI analyzed the PHN SO results for the Africa Bureau from the missions' R4 submissions. And for the third consecutive year, at the end of the review period, CIHI staff prepared a Results Review report. This widely disseminated report provided an analytical and technical discussion of trends among reported indicators. CIHI also helped prepare the graphics and supporting analysis used in the Regional R4 Wrap-Up for the Assistant Administrator.

For the second consecutive year, CIHI assisted the ANE Bureau in analyzing the ANE missions' R4s. This analysis included:

- Critically evaluating indicators and data sources that the missions used to measure program performance;
- Verifying indicator values where possible;
- Analyzing progress made toward achieving stated objectives;
- Conducting cross-country and regional comparisons;
- Preparing graphics and supporting analysis for the Regional R4 Wrap-Up; and,
- Performing trend analyses on selected indicators to assist Regional Bureau staff in evaluating mission R4 results.

CIHI also assisted in developing the reproductive health results framework for India.

2.2.2 Child Survival Report to Congress

CIHI interviewed key PHN technical staff, compiled program results information, and drafted the Child Survival Report to Congress. CIHI coordinated a one-day technical retreat to discuss the report outline and its major themes with key Agency staff.

2.2.3 Technical Assistance to Missions

CIHI analysts provided technical assistance to Africa missions to design Performance Monitoring Plans, analyze DHS data to establish performance targets, and compile data and write mission R4 reports.

- **Senegal:** In December 1997, a CIHI health analyst worked with the Senegal mission SO team to analyze and further delineate indicators for the PHN SO of a new country strategic plan. The team prepared a Performance Monitoring Plan with complete indicator definitions in French and English. Input was given for the PHN section of the Country Strategic Plan (CSP).
- **Nigeria:** In January and August 1998, a CIHI health analyst assisted the mission in PHN research, analysis, and writing for the R4 report.
- **Côte d'Ivoire:** In May 1998, a CIHI analyst and the Africa Bureau monitoring and evaluation specialist completed the first draft of the Performance Monitoring Plan for the West and Central Africa Family Health and AIDS Project.
- **Mozambique:** In October 1997 and January 1998, as part of a team, CIHI staff helped finalize the Performance Monitoring Plan for the mission. This included reviewing and evaluating the mission's indicators, and setting baselines and targets and identifying data sources for reporting purposes.
- **South Africa:** In November 1997, CIHI helped the mission develop the HIV/AIDS section of its new Results Framework.

2.2.4 Japan Common Agenda

CIHI researched and produced a number of country briefs for the March 1998 U.S.-Japan Common Agenda meeting in Tokyo. A CIHI analyst participated in the USAID delegation to the Tokyo meetings between USAID and the Government of Japan. The analyst set up the USAID booth and coordinated the distribution of USAID materials at a Private Voluntary Organization (PVO) Common Agenda Forum.

2.2.5 Additional Technical Assistance

CIHI provided data and technical advice on measurement and interpretation to CDIE through the Economic and Social Data Service (ESDS) contract on Goal Level Indicator reporting for the USAID Annual Performance Report.

CIHI analyzed demographic trends in USAID Joint Programming countries for the design of the reproductive health and family planning results framework.

CIHI assisted in developing the tuberculosis results framework, particularly in the identification of SSO5 indicators.

CIHI reviewed and provided technical input to PHNC for the revision of their Performance Monitoring Plan.

CIHI provided various kinds of assistance, including analyses, for the:

- Child Survival Report to Congress;
- Polio Eradication Initiative Report to Congress;
- WHO Report on Polio Eradication in Africa;
- ANE Maternal Health Assessment; and,
- various other PHN reports and presentations.

2.2.6 Reference Center Feasibility Study

In fulfillment of contract requirements, CIHI initiated and completed a study on the feasibility of CIHI becoming an independent Health Reference Center in the future. An independent consultant was hired to perform this study. CIHI and PHNC staff members provided most of the information required for the study's completion.

2.2.7 Knowledge Base Development

CIHI completed a comparative analysis of childhood vaccination rates reported by WHO, UNICEF and DHS. This analysis concluded that there was a high degree of variability in coverage rates by source, but that there were no predictable patterns of variation associated with source.

CIHI continued work on a methodology for estimating infant and under-five mortality rates for countries where good information is lacking. This task has been turned over to the BUCEN's International Programs Center (IPC).

CIHI was instrumental in arranging for BUCEN's IPC to begin providing USAID with a full set of demographic estimates and projections on all countries around the world. These data are deemed by CIHI to be derived from a better methodology than those used by other sources, so they should improve PHNC's use of demographic estimates and projections for strategic planning and analysis.

In FY98, CIHI continued to make efforts toward collaboration with other USAID partners:

- CIHI sought invitations to MEASURE TAG meetings and other gatherings;
- CIHI collaborated with MEASURE II on the development of the Performance Monitoring Database;
- CIHI collaborated with JSI's Population Projects Database group on improving the tracking and use of expenditure data; and,
- CIHI continued to cultivate the sharing of knowledge and ideas with various groups including BUCEN, UNICEF, WHO and others.

2.3 Communications

In FY98, CIHI communications staff worked in four main areas:

- Design and layout;
- Editing and writing;
- Media relations; and,
- Public relations.

CIHI communications staff worked to enhance the management and outputs of CIHI's publications and communications systems, including improving systems in the source reference library, updating country studies, producing success stories, and responding more quickly and more efficiently to ad hoc requests for information and presentations.

2.3.1 Country Health Statistical Reports (CHSRs)

In FY98, CIHI planned to redesign the CHSRs to make them more relevant to current needs and strategies, to provide more service to the Population subsector, and to make them more attractive using new technologies. CIHI also planned to create a new automation process that would keep the reports current and eliminate the need to update them annually. These plans were preempted by other priorities; however, CIHI updated several of the Joint Programming Country Reports, and completed initial drafts of the contents and structure of the new reports.

2.3.2 Polio Eradication Initiative Activities

CIHI produced a variety of reports, presentations, information kits, press kits, a fact sheet, newsletter, and tabletop displays for the PEI. This division also provided conference and seminar logistics. FY98 activities included the following:

- Produced and disseminated the *USAID 1997 Report to Congress on the Polio Eradication Initiative*;

- Produced the *World Health Organization/Africa Regional Office Progress Report on the Polio Eradication Initiative in the Africa Region: 1996/97* in English, French, and Portuguese with USAID for worldwide distribution;
- Produced a speaker's kit for the USAID Worldwide Polio Eradication Coordinator;
- Produced and gave a presentation on the Private Voluntary Organization/Non-Governmental Organization (PVO/NGO) program;
- Produced a PEI tabletop display for a congressional presentation;
- Managed the logistics for a formal USAID ceremony to announce the USAID award of the Child Survival Collaborations and Resources (CORE) Project;
- Provided comments and input to a WHO/UNICEF communications strategy for Polio Eradication Initiative activities; and,
- Drafted a disease detection kit for Peace Corps and PVO field staff that will be completed and field tested by the CHANGE project.

2.3.3 Website Development

During FY98, CIHI's website was redesigned and expanded. The new site includes special reports, updated health statistics, regional pages, a USAID Polio page, and a revised interactive software program, DOLPHN, that displays international health, population, and nutrition data from developing countries.

2.3.4 Special Reports

CIHI edited and produced a number of special reports during FY98, including the following:

- U.S.–Japan Common Agenda Country Briefing documents;
- Country Overview documents;
- CIHI publications brochure;
- The Reference Center Feasibility Study;
- PHNC folder; and,
- Maternal Health in Asia and the Near East: an Assessment Report.

2.3.5 Conference Management

CIHI managed all the details of and day-to-day activities for five conferences (Voice of America, Population Association of America, American Public Health Association, National Council for International Health, Interaction Forum, and Broadcasting for Child Survival), as well as a retreat for the Child Survival Division.

2.3.6 Africa Bureau Materials

CIHI provided technical input and coordinated the production of the *Africa Bureau PHN Sustainability Supplement*, the *Africa Bureau Population, Health and Nutrition Results Reporting from FY 1998 R4s*, and the *USAID Africa Country Program Overviews and the USAID Africa Program Briefs: Family Planning and Health Activities in Africa*. The SARA Project published the Country Briefs and Overviews for the Bureau as well as the *PHN Sustainability Supplement* report.

2.4 Project Administration

CIHI assisted in the management and execution of logistics for five USAID-related conferences.

CIHI further enhanced its internal tracking system to monitor specific tasks and activities by personnel and cost. This has greatly improved our ability to inform PHNC about CIHI activities and to internally manage CIHI activities more efficiently and effectively.

During FY98, CIHI staffing averaged 20 fulltime employees and four consultants. Several major personnel changes occurred during FY98—particularly the loss of the project director and a senior analyst—that required a modest degree of rebuilding of CIHI's capabilities.

CIHI's total expenditures for FY98 were \$2,974,000.

3.0 Fiscal Year 1999

CIHI submitted a detailed Statement of Work (SOW) for FY99 that includes activities in: information systems development and management, information analyses and special studies, knowledge base development and interagency collaboration, communications, and project administration. Highlights are presented below.

3.1 Information Systems Development

In FY98, CIHI's information systems work was severely impaired by the inability to obtain the specialized personnel needed. In the final stages of its original contract, CIHI lacked the funds for additional staff. In FY99, with the cost extension, the IS staff has been significantly enhanced. CIHI has made great progress in achieving the information systems goals set by USAID, but the project has been delayed in implementing the system and as a result, budget and time will still be limited. As a result, CIHI may not be able to complete all the Information systems work it has proposed for FY99. Some revisions to the work plan may be required for the second half of calendar year 1999.

3.2 Analyses

Some of the analytical tasks that CIHI was expected to complete in the latter part of FY98 could not be accomplished because of a shortage of personnel. In FY99, the analytical staff has been increased and some of the junior members from FY98 have gained considerable experience. CIHI expects to provide more high quality analytical services during the first half of 1999 and will gradually decrease activity as the end of the project approaches.

3.3 Communications

As CIHI's extension draws to a close, the work of the Communications Division will be particularly critical because of the need to finish all the required reports and publications. This unit is expected to stay at full strength to the end of the contract, and provisions are being made to outsource some tasks as needed to meet all deadlines in a timely manner.

3.4 Administration

3.4.1 Work Plans

CIHI submitted a work plan for FY99 covering the period from October 1998 through August 1999. In January 1999, the CIHI contract was extended through December 1999. A revised work plan covering the extension period is in draft and will be submitted for review in early June.

3.4.2 Final Performance Report

CIHI will prepare a Final Performance Report on the CIHI-II contract in November 1999.

3.4.3 CIHI Users' Guide

CIHI will compile documentation on all its internal systems, policies, and procedures for possible future use by the successor contractors.

3.4.3 Transition Plan

At the appropriate time, CIHI will prepare and execute a plan for transferring the knowledge and activities of the current CIHI contract to the successor contractors.

3.4.4 Computer Systems Maintenance

No significant upgrades of CIHI's computer systems are anticipated, but systems will be maintained at their current levels until the end of the contract extension.

3.4.5 Conference Logistics

CIHI expects to handle all details and the day-to-day management for NCIH and APHA.



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